

## **SAC MINUTES**

**TO:** Simplified Acquisition Committee Members

**FROM:** Director, Division of Acquisition Programs,  
Office of Logistics and Acquisition Operations (OLAO)

**SUBJECT:** SAC Meeting Minutes, June 19, 2002

### **Attendees:**

**John Best, OD/OLAO/ASRB**  
**Brenda Briscoe, NIDCR**  
**Stanley Canton, SBO**  
**Don Coulter, OD/OLAO**  
**Inez Demery, NICHD**  
**Manny Gomez, NIDDK**  
**Becky Guenthner, NIAID**  
**Debra Hawkins, NHLBI**  
**Syd Jones, CC**  
**Sue Kaminski, OD/OLAO/DAP**

**Barbara Levy, OAMP**  
**Priscilla Logan, NIAAA**  
**Diana Mukitarian, SBO**  
**Teresa Newman, NIGMS**  
**Caren Rasmussen, NCI**  
**Sylvia Robinson, NIAID**  
**Clifford Ross, CC**  
**David Schneider, NHLBI**  
**Carolyn Sentz, NIAID**  
**Cole Stathes, OD/OLAO/SAPB**  
**Laurie Weker, OD/OLAO/DAP**

The SAC meeting took place after the Simplified Acquisition Committee presented the Outstanding Service Awards in Purchasing for 2001. Congratulations to all the recipients for their hard work.

#### **1. Award for Outstanding Service in Purchasing for 2001**

LaDonna J. Stewart-Roberts, NEI

Group Award – Cheryl F. Salamanca, ORS  
Lisa S. Josephowitz, ORS  
Florastine K. Tyler, ORS

Lynda L. Kieres, NIAID  
Leona J. Eschenbacher, NIAID

#### **2. Special Recognition Award in Purchasing for 2001**

Bonnie L. Lancey, NICHD  
Vida Niles, NIMH  
Denise Derricotte, NCI  
Purnell B. Cofield, NHLBI  
Margaret (Meg) Fender, NIEHS  
Mamie G. Ballance-Akinbinu, CC

Deborah D. Coulter, NHLBI  
Cecilia D. Morales, NHLBI

3. Honorable Mention in Purchasing for 2001

Susan Dawson, NCI  
Sharon Coles Calloway, NCI  
Karen Gardner, NCI  
Rita H. Jones, NIEHS  
Andrea L. McGee, CC  
Deborah Culpepper, CC

The minutes from the April 17th meeting were approved as read.

Symposium Update - John Best

The date of the symposium is Thursday, March 27, 2003, at the 4H Center. The center has a good menu for breakfast and lunch. We have use of the large auditorium and several breakout rooms. Parking is limited to 210 spaces which are **not** for our use. Therefore, shuttle buses will transport attendees to the 4H Center from campus and outlying buildings. The cost of the symposium and transportation is approximately \$17, 000. John will have the first committee meeting on July 16. He will be sending an e-mail to the SAC members inviting them to volunteer.

Electronic Bid Board - Diana Mukitarian

Once again, Diana Mukitarian has offered the use of e-PIC as a tool for an electronic bid board on requirements greater than \$10,000 to less than or equal to \$25,000 that are posted for 10 days in a public place. Individual agents will be responsible for posting their own requirements, and the requirements would be automatically deleted after 10 days. The posting format can be developed to resemble the SF18 or a letterhead memo with fill-in capabilities. A committee of purchasing agents from the centralized and decentralized areas will be formed to establish a procedure. The modifications to the existing e-PIC software would take 6-8 weeks.

NBRSS Update - Laurie Weker

Laurie handed out updated information from the FAC Committee entitled "Strategic Benefits of the NBS". The target date set for the Acquisition component is February 2004. The web address is <http://NBS.nih.gov> for those that wish to find out more about the NBRSS project.

### Simplified Acquisition Guide

Would having a Simplified Acquisition Guide be useful to the purchasing community? Yes, according to those present. DAP staff will start working on the Guide and they will be contacting SAC members for input.

### Around the Room

Syd Jones raised a question regarding the use of the purchase card as a payment mechanism. Laurie responded that while this feature of the card has not been implemented at NIH, it is permissible regulation and is being used this way at other OPDIVs. A meeting is scheduled for June 25. Representatives from the Purchase Card Program, CIT and OFM will be there along with individuals from various ICs who are involved with the card in different capacities.

The next SAC meeting is scheduled for Wednesday, August 21, 2002, at 9:30 a.m. in Building 6001, Room "A1/A2".